

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Deputy City Manager	Job Family: 2
General Classification: Management	Job Grade: 42

Definition: The Deputy City Manager provides a variety of management/organizational analysis, administrative coordination work, program management and supervision for the City Manager's Office.

Distinguishing Characteristics: Receives general supervision from the Assistant City Manager. Exercises direct supervision over staff as appropriate.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Assist in the development and implementation of goals, objectives, policies and priorities.
2. Prepare reports and make presentations to the City Council and other commissions and groups.
3. Interpret and explain programs and policies to the public and City staff; answer questions and provide information on complex and sensitive issues.
4. Provide staff support to various boards, committees and implementation of City Council priorities.
5. Manage long-term projects and relationships with other governmental jurisdictions, organizations, associations and other external groups in conjunction with City Council priorities; coordinate the involvement of other department staff as appropriate.
6. Manage the Shoreline Amphitheatre agreement and coordinate critical issues relating to the concert business, such as traffic and parking.
7. Conduct organizational, procedural and other statistical and financial analysis; prepare findings and propose recommendations for new procedures and policies; implement, with the assistance of department staff, the recommendations.
8. Interface with the NASA/Moffett complex.
9. Perform other duties as assigned.

Minimum Qualifications:

Knowledge of: Principles and practices of organizational analysis and management; principles and techniques of budget and financial analysis; modern public-sector management methods and techniques; applicable fees, Federal, State and local laws, rules and regulations pertaining to local government operations; principles of supervision, performance appraisal and program management; modern office procedures and computer equipment.

Ability to: Plan, organize and successfully implement complex projects and assignments; prepare clear and concise statistical and narrative reports; make sound recommendations regarding budgetary, management and organizational issues; manage large, complex projects concurrently and handle multiple projects at the same time; analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals; interpret and explain department policies and procedures; communicate effectively both orally and in writing; supervise, train and evaluate assigned staff; maintain effective working relationships with those contacted in the course of work; make presentations before groups.

Experience and Training Guidelines: Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

Recommended: A bachelor's degree from an accredited college or university with major emphasis in public administration, public policy, political science or a related field and six years of increasingly responsible administrative or management experience in municipal government administration. A master's degree in public administration, business administration or public policy may be substituted for one year of the required experience.

Required Licenses or Certificates: A valid California driver's license.

Established March 2003

Revised March 2007

CLASS SPECS

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